

Administrative Assistant

Department: Varies
Reports to:
FLSA: Non-Exempt

SUMMARY

Under general supervision, the Administrative Assistant performs a variety of clerical duties to provide administrative support and assist in the administration of the standard operating policies and procedures for an assigned department or division.

This position is a tentative "At-Will" appointment and subject to a probationary period of six (6) months from the date of hire. Upon successful completion of a probationary period, a non-management employee shall be granted regular status in the classification in which the probationary period is served.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Answers phones and redirects calls as needed; greets and receives the public and provides general customer assistance.
- Responds to inquiries from employees, applicants, and citizens and refers, when necessary to appropriate persons.
- Composes, types, and edits a variety of correspondence, meeting minutes, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Performs a variety of data entry, word processing, and basic bookkeeping duties; scans and inputs documents and files into appropriate system.
- Coordinating daily calendars of management staff; plans appointments and events acting as the point of contact between executives, employees, and the public.
- May assist with preparing and modifying department and division budgets and monitoring expenditures.
- Attends and participates in various meetings; may prepare agenda packets and record and prepare meeting minutes.
- Performs related duties as assigned or required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent AND some previous clerical or general office experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Modern office policies, procedures, and equipment.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.
- Proper grammar spelling and punctuation.
- Basic accounting and budgeting principles and practices.
- Research methods, resources, and techniques.

Skill in:

- Preparing clear and concise reports, correspondence, and other written documents.
- Maintaining accurate records, logs, and filing systems.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Analyzing, interpreting, and compiling research findings.
- Typing and entering data with speed and accuracy.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions